

**Office of Massachusetts Attorney General Martha Coakley**



**Request for Proposal (RFP)**

**Abandoned Housing Initiative  
Receivership Fund**

*Renovate, Revitalize, Renew*

**Release Date: April 12, 2013  
Response Due Date: May 16, 2013  
Project Start Date: June 24, 2013**

Release Date: April 12, 2013

Response Deadline: May 16, 2013

Grantor: Office of Massachusetts Attorney General Martha Coakley

Address: One Ashburton Place, Boston, MA 02108

RFP Name: **Abandoned Housing Initiative Receivership Fund**  
*Renovate, Revitalize, Renew.*

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Email: [AbandonedHousing@state.ma.us](mailto:AbandonedHousing@state.ma.us)

Utilizing funds recovered by the AGO through a [nationwide state-federal settlement over unlawful foreclosures](#), the Office of Massachusetts Attorney General Martha Coakley (AGO) is pleased to announce the **Abandoned Housing Initiative Receivership Fund** (the “AHI Fund”). The AHI Fund is designed to assist Massachusetts and its communities to mitigate the impact of the foreclosure crisis. Specifically, the AHI Fund is meant to help revitalize distressed neighborhoods and communities that have suffered the impact of foreclosure clusters, promote home ownership, and support revitalization efforts across the Commonwealth, all in partnership with the AGO’s [Abandoned Housing Initiative \(AHI\)](#).

Applications are requested from organizations with the capacity to coordinate and oversee a regional program to administer revolving loan and grant funds to receivers (Fund Administrator). The AHI Fund seeks to identify and approve one Fund Administrator for each of four geographic regions in which the AHI has active projects. The AHI currently has active projects in the following four regions: (i) Metro Boston and North; (ii) Worcester and Central Massachusetts; (iii) Springfield and Western Massachusetts; and (iv) New Bedford and South Eastern Massachusetts.

This AHI Fund is designed to complement the Attorney General’s [HomeCorps](#) program which began to serve Massachusetts residents in April 2012. HomeCorps provides direct services to distressed Massachusetts borrowers through loan modification advocacy, as well as through referrals for legal and social services, as appropriate, provided by private, non-profit HomeCorps contracting organizations. Beyond those HomeCorps services, this AHI Fund will strive to focus on receivership programs that assist and revitalize the communities impacted by the foreclosure crisis.

## **Program Goals & Priorities**

The goal of the program is to increase the capacity of receivers to finance the rehabilitation of distressed and abandoned properties through AGO's Abandoned Housing Initiative. Fund Administrators should propose an effective plan, based upon the documented need in their service area, to:

- Supplement an existing revolving loan and fund to support the rehabilitation of abandoned residential properties and the creation of safe and affordable housing;
- Use the award to leverage additional funding to support the rehabilitation of abandoned residential properties and the creation of safe and affordable housing; and
- Provide services necessary to make eligible properties habitable.

## **Responsibilities of Fund Administrators**

Regardless of the size of the fund, all Fund Administrators will be obligated to maintain tight financial controls over, and account for the expenditure of, grant funds, including:

- Compiling all data relative to funded programming;
- Ongoing communications and quality control;
- Provision of timely program and fiscal reports to the AGO; and
- Assure that projects funded under this program are a part of a municipally-supported and AGO approved strategic neighborhood redevelopment plan.

Consideration will be given to applicants whose programs are most likely to affect the largest number of properties and exhibit the ability to obtain additional, necessary financing to expand the impact of these resources.

- Fund Administrators may use no more than 5% of funds annually towards administrative costs;
- Funds may only be used for the rehabilitation of residential dwellings, or mixed use properties as determined at the discretion of the Attorney General to meet the overall purposes of the AHI;
- Funds are awarded to the applicant and may be used for the purpose of loans or grants; the loan terms must be consistent with housing rehabilitation programs typically funded with state or federal funds.

## **Potential Funding Amounts Will Vary**

It is anticipated that up to \$2 million will be available for the initial roll out of the AHI Fund with the possibility of another approximately \$3 million available at a later date. Fund Administrators should present budget proposals that anticipate a maximum program duration of up to two years. Applicants for the AHI Fund are asked to propose a grant funding level of up to \$750,000 commensurate with the range of activities and the proposed impact of their efforts - such as the predicted number of properties to receive services and/or predicted geographic reach of the program. Final budgets will be determined by the AGO in its sole discretion. Fund amounts may be higher or lower than those proposed by the applicant, and the duration of a grant may be longer or shorter than proposed by the applicant.

**Important Dates:**

- Questions may be submitted via email to [AbandonedHousing@state.ma.us](mailto:AbandonedHousing@state.ma.us) until 4 p.m. on May 14, 2013.
- Grant proposals are due as email attachments to be sent to [AbandonedHousing@state.ma.us](mailto:AbandonedHousing@state.ma.us) by 4:00 p.m. on May 16, 2013.

**Eligible Applicants:**

For the purpose of this RFP, eligible applicants are Massachusetts Community Development Corporations (CDC), Massachusetts Community Development Financial Institutions (CDFI), Municipal Governments, and Municipal Housing and Redevelopment Authorities with the capacity to manage funds, community development experience, a commitment to stabilizing properties and neighborhoods in their identified region. Applicants must have met all filing requirements with the Internal Revenue Service and the [Attorney General's Non-Profit Organizations/Public Charities Division](#), if applicable.

**Overview of Requirements of Grant Narrative****1. Grant Narrative/Project Description – 15 page maximum**

The Project Description should be no more than **15 pages, double spaced, 12 point font** and should include the following information:

- Organizational Information:** A brief description of the applicant, its leadership structure, the organization's mission statement and service area. Please describe any previous (or current) experience of the organization with providing any of the services proposed.
- Need and Goals:** An articulation of the need for the specific services proposed (including information or data which supports the need), and the stated goal(s) of the AHI Fund.
- Program Activities:** A detailed description of all of the specific work and/or activities anticipated under the proposal;
- Supplementation:** A statement affirming that this grant will supplement (and/or expand) and not supplant current efforts.
- Measurement/Tracking/Quality Control:** A description of the methods/tools to be used to measure, track and evaluate the success of the program.

**2. Budget Details:**

- Budget:** A detailed budget proposal must be included. Please ensure that the exact amount of funding you are requesting is explicitly stated in your budget worksheet. You may use the budget worksheet provided on the AGO website or provide a budget worksheet in your organization's preferred format.

- b. **Budget Narrative:** No more than two pages double spaced, providing a detailed description of how grant funds will be utilized and a description of any financial and/or in kind resources leveraged (if applicable.)

*The Budget Worksheet and Budget Narrative do not count towards the 15-page limit.*

### **3. Additional Required Documents:**

In addition to the 15-page grant description and budget details, applications must also include all of the additional required documents (listed below) by the RFP deadline of Wednesday, May 16, 2012 in order to be considered eligible for funding. **Applications with incomplete, incorrectly executed, or missing documents may not be considered.**

These documents can also be found at [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants). Required documents include:

- [AGO Grant Cover Sheet](#)
- [Commonwealth Terms and Conditions](#)
- [Contractor Authorized Signatory Listing](#)
- [Request for Taxpayer Identification Number and Certification \(W-9\)](#)

Please provide all information **except signature**. Since an original ink signature cannot be executed via email, these forms will be returned to successful applicants upon grant award notification. Successful grantees will be required to provide original ink signatures on the previously completed forms within two weeks of receiving the grant award letter. In addition, successful applicants will be required to execute the Commonwealth Standard Contract and the Authorization for Electronic Funds Transfer upon contract award.

### **Submission**

Proposals are to be delivered electronically (via email) to [AbandonedHousing@state.ma.us](mailto:AbandonedHousing@state.ma.us) no later than **4:00 p.m. on May 16, 2013**. When submitting your grant proposal, please include “Abandoned Housing Initiative Receivership Fund” in your email subject line. All applicants will receive an email notification confirming receipt. Proposals will not be accepted via any other delivery method. Proposals not meeting this deadline may not be considered.

The response must be 12 point font and double spaced. **Applications that are not received in full by the deadline and/or do not meet the format requirements may not be considered.**

*The AGO reserves the right to reopen this RFP for any reason. The AGO reserves the right to cancel this RFP for any reason. The AGO reserves the right not to make any award.*

### **Additional Project Terms and Conditions**

Organizations awarded an AHI Fund grant will be required to abide by the Commonwealth’s standard contract Terms and Conditions.

**Evaluation Criteria**

Applications will be evaluated on numerous factors including but not limited to documented (data-driven) evidence of need, geographic diversity, completeness, and conformity to the application guidelines and criteria.

**Reporting Requirements**

Grant recipients are required under the terms of the grant to provide quarterly budgetary and program reports as well as a final report to AGO. Reporting forms will be provided shortly after the grant notification period. Participating programs must adhere to all mandatory fiscal and program administration guidelines and disbursement of funds will be dependent upon timely submission of all required reports.

**Any program or budgetary changes must be approved in advance by the AGO.**

**Disbursement of Grant Funds**

Direct payments will be made by Electronic Funds Transfers to the grantee. 50% of the grant award will be disbursed at the commencement of the first grant year and 50% will be disbursed at the commencement of the second year. Disbursements are contingent upon the timely submission and approval of all required quarterly program and financial reports; unexpended funds must be returned to the AGO.

**Reasonable Accommodation**

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to the contact person no later than April 26, 2013.

**Public Records**

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, § 10, and Chapter 4, § 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

**Questions**

Questions regarding this RFP may be submitted to [AbandonedHousing@state.ma.us](mailto:AbandonedHousing@state.ma.us) by email only, no later than 4:00pm on May 14, 2013. All questions received and answers provided regarding this RFP will be posted on our website, [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).

**Updates to this RFP**

Any changes/corrections to any part to this RFP will be posted on [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants). It is the applicant's responsibility to check this web page frequently for any updates related to this grant.